

POSITION RECRUITMENT ANNOUNCEMENT

Title: Judicial Assistant
United States Court of Appeals
Fifth Circuit - New Orleans, Louisiana

Salary Grade JSP-11(\$51,972 - \$67,567 per annum)

Duties: The Judicial Assistant provides executive-level administrative and secretarial support to the Judge and chambers. Representative duties include, but are not limited to the following: (1) comprehensive assistance in judge's individual work (including communications, research, decisions, and opinion writing) and judge's management of chambers staff and operations; (2) maintaining the judge's private office and chambers, including general upkeep, supplies, and equipment maintenance; (3) scheduling, calendaring and monitoring pending items for progress reports and deadlines; (4) arranging travel and scheduling meetings and conference calls; (5) coordinating the chambers leave program; (6) typing opinions, orders, memoranda, and correspondence; (7) proofreading and editing typed material for content, syntax, spelling, punctuation, and grammar; (8) transcribing dictation; (9) organizing and managing files and communique; (10) receiving and screening visitors and telephone calls; (11) managing incoming and outgoing mail; (12) all other duties as assigned by the judge.

Minimal overnight court travel, not to exceed four (4) days, may be required for out of town business.

Requirements: The position requires a high school diploma and one year college level education. A college degree or further education in the legal secretarial field is highly desirable. Must have at least two years progressively responsible clerical experience which provided a good knowledge of office practices and six years of progressively responsible secretarial experience which provided exposure to law-related matters. Current federal employees must have one year of the required specialized experience at or equivalent to JSP-10 for appointment at JSP-11.

Skills:

- Meticulous attention to detail, intelligent adherence to procedural requirements, and the utmost judgment, discretion, and confidentiality
- Proficiency in the use of office equipment and computer programs, primarily word processing and database applications
- Effective oral and written communication skills, including the writing, editing and proofreading of documents for spelling, grammar, punctuation, style, abbreviations and correct legal citation formats
- Skill in administrative matters - file maintenance, record keeping, reporting, and preparation of presentation material
- Capacity to prioritize workloads and effectively manage multiple and time sensitive projects
- Initiative and creativity
- Ability to work cooperatively with other chambers staff and courthouse personnel

Apply to: Submit cover letter and Application for Judicial Branch Federal Employment ([Form AO78](#)) to:

Donna B. Dusang
Human Resources Management Specialist
Circuit Executive's Office
600 Camp Street, Room 300
New Orleans, Louisiana 70130

Deadline: **Friday, February 10, 2006 or until filled.**

***The Fifth Circuit is an Equal Opportunity Employer.
Funding is not available to support interviewee travel or relocation expenses.***

Notice: The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

The selected applicant must undergo a complete background check, provide educational transcripts, and may undergo technical skills evaluation.

Benefits: Employees of the U.S. Court of Appeals, Fifth Judicial Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid annual leave per year for the first three years of service
20 days paid annual leave per year after three years of service
26 days paid annual leave per year after 15 years of service
13 days paid sick leave accrued per year
10 paid holidays per year, plus Mardi Gras Day
Choice of medical coverage from a wide variety of plans
Life insurance, long-term disability, and long-term care insurance options
Participation in Flexible Spending Accounts plan for medical and dependent care
Participation in the Federal Employees Retirement System
Participation in the Thrift Savings Plan (similar to 401k, with matching \$)
Direct deposit of federal wages